

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on February 9, 2022, at 1:00 pm at the District office. Board President Cahill presided.

**ATTENDEES:**

*Directors: Gene Helberg, Tom Cahill, Seth Price, Jerry Turley, Alida Tinch*  
*District Employees: Julie Spencer, Sergio Lopez, Cindy Inabnit, Mimi Wildeman*  
*Engineering: Jeff Cicon P.E, Morrison Maierle*  
*Public: None*

**Pledge of Allegiance**

**READ AND APPROVE MINUTES:**

The minutes of the January 12, 2021, General Board Meeting were reviewed for approval. Tinch made a motion to approve the minutes, Helberg seconded, and it was unanimously.

*RESOLVED*, That the minutes of the January 12, 2021, Board Meeting be approved.

**PUBLIC COMMENT**

None

**READ AND APPROVE AGENDA**

Cahill asked for discussion, no further discussion Price made a motion to approve the agenda, Helberg seconded, it was unanimously.

*RESOLVED*, That the Agenda be approved

**CONSENT AGENDA**

Cahill asked for discussion, no further discussion Tinch made a motion to approve, Price seconded, it was unanimously.

*RESOLVED*, That the Consent Agenda be approved.

**OLD BUSINESS**

***Operations Report-*** Cahill asked for discussion, no further discussion Lopez gave the report. Turley made a motion to approve the Operators Report, Price seconded, and it was unanimously.

*RESOLVED*, That the Operators Report be approved as submitted.

**Water System**

**Task Order #36: Bay Sewer Replacement Project**

- LHC has completed the concrete work behind the Playhouse, near the Oro Y Plata, and curb near the lift station.
- I have spoken to the property owners next to the new lift station but have not received any input on the style of the new fence around the lift station. Once I have received input, I will discuss with the District and get a quote from Montana Fence (Mild Fence). They have also requested shrubs to be placed around the site. I asked them to put together a formal request of what they would like to see so I can discuss with the District.
- LHC has submitted Application for Payment #11 for completed work to-date. Morrison-Maierle has reviewed the application and determined it to be correct and complete. This application is for the concrete work.

**Board Action Item:** *Payment Application #11 to LHC, Inc. The Board has the following options:*

1. *Approve Payment Application #11 to LHC, Inc. in the amount of \$7,533.41 (+\$76.10 Gross Receipt Tax);*
2. *Other as recommended by the Board.*

Cahill asked for discussion, no further discussion. Helberg made a motion to approve the payment application #11 to LHC in the amount of \$7,533.41 + the gross receipt tax in the amount of \$76.10, Tinch seconded, and it was unanimously.

*RESOLVED*, That the payment application #11 to LHC in the amount of \$7,533.41 + the gross receipt tax in the amount of \$76.10, be approved as submitted.

**Task Order #37: Water Tank and Transmission Line Project:**

- S&L has indicated they plan to start around February 28. We continue to review submittals for the project.
- The plans for the Highway 35 crossing have been updated per our December meeting with MDT. The biggest change is the depth of the crossing so that the contractor can safely jack and bore under the existing 12" transmission main. The plans have been reviewed and approved by the District and MDEQ. S&L has the plans and are reviewing them.
- MDT is requiring a maintenance agreement for the drain line across Highway 35 (a draft is attached). Ben Hammer and myself have looked it over and have a few comments to be incorporated into the document. Please let Julie or myself know if there are any additional comments or concerns. The document will also need to be signed by Flathead County.

**Task Order #37 (Continued):**

- The attached resolution is for the GO Bond closing.

**Board Action Item: GO Bond Resolution.** *The Board has the following options:*

1. *Approve Resolution \_103\_: Resolution relating to the issuance by the Bigfork County Water and Sewer District of its \$5,352,000 water system bonds (DNRC drinking water state revolving loan program) consisting of \$500,000 revenue subordinate lien taxable series 2022a bond and \$4,852,000 general obligation series 2022b bond, authorizing the issuance and sale and fixing the terms and conditions thereof;*
2. *Other as recommended by the Board.*

Cahill asked for discussion, no further discussion Turley made a motion to Approve Resolution 103 : Resolution relating to the issuance by the Bigfork County Water and Sewer District of its \$5,352,000 water system bonds (DNRC drinking water state revolving loan program) consisting of \$500,000 revenue subordinate lien taxable series 2022a bond and \$4,852,000 general obligation series 2022b bond, authorizing the issuance and sale and fixing the terms and conditions thereof; the motion was seconded by Tinch and it was unanimously.

**RESOLVED**, That the Resolution 103, be approved as submitted.

- S&L has submitted Application for Payment #1 for completed work to-date. Morrison-Maierle has reviewed the application and determined it to be correct and complete. This application is for materials, bonding, and insurance.

**Board Action Item: Payment Application #1 to S&L Underground, Inc.** *The Board has the following options:*

3. *Approve Payment Application #1 to S&L Underground, Inc. in the amount of \$461,906.17 (+\$4,665.72 Gross Receipt Tax);*
4. *Other as recommended by the Board.*

Cahill asked for discussion, no further discussion. Helberg made a motion to approve the payment application #1 to S&L Underground, Inc. in the amount of \$461,906.17+ the gross receipt tax in the amount of \$4,665.72, Price seconded, and it was unanimously.

**RESOLVED**, That the payment application #1 to S&L Underground, Inc. in the amount of \$461,906.17+ the gross receipt tax in the amount of \$4,665.72, be approved as submitted.

**Task Order #39: Preliminary Engineering Report Update & Sewer Modeling**

- We have started surveying, measuring, and verifying the existing manholes so the sewer model can be developed. We are evaluating existing record drawings for missing information. Mimi has started putting together addresses of existing service connections.

**ARPA Competitive Grant Application Round 2:**

Waiting for rankings and award notification. Cicon informed the Board that there is a Planning Grant for the PER through the DNRC in the amount of \$8,000.00 that is due by the 18<sup>th</sup> of February. - Cahill asked for discussion, no further discussion. Price made a motion to approve the DNRC Per Gant Application, Turley seconded, and it was unanimously.

*RESOLVED*, That the DNRC Per Gant Application be approved.

### **Development Review**

The following table provides an update on the development projects in the District.

<b>Development</b>	<b>Plan Status</b>	<b>Project Status</b>
The Settlement	Approved by MMI	<ul style="list-style-type: none"><li>• Pre-construction conference held on 11/2/2021</li><li>• Plan to start in the spring of 2022</li><li>• MMI reviewed lift station design and options with Gorman Rupp on 11/30/2021</li><li>• Developer has requested bonding for the water main looping, but Julie has not received a formal request</li></ul>
Saddlehorn No. 11	Approved by MMI	<ul style="list-style-type: none"><li>• Construction is complete and certified by RPA <b>There will be a walk through on Wednesday February 16, 2022</b></li><li>• District has not been able to verify punch list items have been completed due to weather</li></ul>
Blenn St. Water and Sewer Extension	Not Submitted	<ul style="list-style-type: none"><li>• No update/status unknown</li></ul>
The Fort Subdivision	Approved by MMI	<ul style="list-style-type: none"><li>• No update/status unknown</li></ul>
Harvest Foods Sewer Main Relocation	Approved by MMI	<ul style="list-style-type: none"><li>• No update/status unknown</li></ul>
Ridgeview Lot 5	Reviewed by MMI	<ul style="list-style-type: none"><li>• Reviewed plans and responded in a letter dated 1/31/2022.</li></ul>

***Flatbed for Plow Truck-*** Cahill asked for discussion, no further discussion Helberg stated he would like the Operators to investigate getting a Tommy Lift and Hoist mounted to one of the trucks. Lopez said they will do that and bring back some numbers to the Board next month.

***Apprenticeship Program-*** Spencer said that she will get with Montana Rural Water and bring back information.

***Settlement Bonding-*** Cahill asked for discussion, on setting a Bond amount for the Settlement Project if not completed after further discussion was had Helberg made a motion that the requirement should be \$540,000.00 Bonding. Tinch seconded, and it was unanimously.

*RESOLVED*, That the Bond amount for the Settlement Project if not completed the requirement should be \$540,000.00 approved as submitted.

### **NEW BUSINESS**

***Board Training & Sign Up-*** after discussion was had it was decided that Wildeman will contact all the people running for Woods Bay and Bigfork Water & Sewer District Board and invite everyone.

**Interim- Secretary Position-** Cahill asked for discussion, no further discussion. Price made a motion to approve Spencer to sit in and to also sign all legal documents as Interim Secretary, Turley seconded, and it was unanimously.

*RESOLVED*, That the Spencer to sit in and to also sign all legal documents as Interim Secretary, be approved as submitted.

## COMMITTEE REPORTS

*Annexation, Main Extensions & Construction ..... Helberg & Cahill*

- Account 1799-00 and 1800-00 On going
- Ranch Contract- Ranch -Spencer stated that our attorney is going to be developing a Contract.

*Purchase of Additional CD Investment –..... Price & Tinch*

- FDIC Investments- \*

*Employee Insurance, Compensation & Certification & Safety ..... Helberg & Cahill*

- Review of Employee Handbook – on going. Cahill would like it done for next meeting in March.
- Wildeman Resignation – no exact time frame, until the right person is found.

*Pretreatment Regulations\* .....Price & Tinch*

*Budget & Rate Structure \*..... Helberg & Cahill*

- *Asset Replacement Valuations*
- Hook up Rates\* Cahill would like it done by May.
- Work on Budget in April

*Rules & Regulations ..... Price & Turley*

- *Rules and Regulations* – Cahill stated that he would like everyone to read through it so that we can get it to the Attorney at the Special Meeting on February 23, 2022.

*Farmland.....Helberg &Turley*

Helberg and Turley would like to meet with operations, Spencer, and the famer to decide on a location for the new shop building. The Farmer brought in the check for the farm crop and talk to the committee and operations on what and where the crops will be for the upcoming year.

## COMMUNICATIONS

**Letter from Mike Kropp-** regarding AC water pipe and how to mediate it.

Tinch made a motion to adjourn. Price seconded, and it was unanimously.

RESOLVED that the public meeting be adjourned at 2:40 p.m.

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Secretary, Mimi Wildeman

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Minutes approved by:

President Tom Cahill